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August 1, 2002

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To: All Community Care Contractors

Subject: Long Term Care (LTC)
Information Letter No. 02-18
Numbering of Contract Amendments

This letter serves as notification of a new system for numbering contract amendments, effective September 1, 2002. This information letter applies to provider agencies with contracts to provide services in the following programs:

- Community Based Alternatives Home and Community Support Services (CBA/HCSS)
- Primary Home Care/Family Care (PHC/FC)
- Day Activity and Health Services (DAHS)
- Consolidated Waiver Programs (CWP)
- Consumer Directed Services (CDS)

Currently, provider agencies may enter into amendments with the Texas Department of Human Services (DHS), which are initiated by regional staff, the State Office (SO) Community Care Contracting Section, and/or the Health and Human Services Commission (HHSC) Rate Analysis Department (RAD).

Typically, regional staff initiate contract amendments for issues such as adding/deleting counties while the State Office Community Care Contracting Section initiates amendments to add, renew or extend contract agreements. HHSC RAD completes amendments on an annual basis for participation in the Attendant Compensation Rate Enhancement Option.

DHS will number contract amendments as described below for any amendments that are signed by DHS on/after September 1, 2002.

HHSC RAD Initiated Amendments: These amendments are not numbered. Only one amendment per contract agreement number will be completed annually.

Amendments initiated by Region will be numbered as follows:

First two digits: Region Number

Following digits: amendment number (the next sequential number for regionally initiated

amendments)

The first amendment initiated by a region that will be signed by the DHS signature authority on/after September 1, 2002 will be designated as amendment #1. Subsequent amendments will be numbered sequentially.

Amendments initiated by State Office Community Care Contracting will be numbered as follows:

First two digits: SO

Following digits: amendment number (the next sequential number for state office initiated amendments)

The first amendment initiated by SO that will be signed by the DHS signature authority September 1, 2002 will be designated as amendment #1. Subsequent amendments will be numbered sequentially.

Please note that amendments executed prior to the implementation of this new numbering system remain in full force and effect.

If you have any questions regarding this matter, please contact your contract manager.

Sincerely,

[signature on file]

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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